

Get Job Help @ Your Library* from WOIS/The Career Information System

Identify your strengths and explore career choices using four different surveys. Find detailed info on 500+ civilian and military occupations and learn which educational programs and schools will help get you there. Store your information to help you create the right resume and cover letter for each situation.

**In the Library, click on the WOIS link.
Elsewhere, go to www.fvrl.org, click Research Databases, and WOIS.
Enter your library card number for access.**

WOIS is a wonderful place to make use of the Electronic Portfolio. Simply create a login and be sure you sign in each time you visit WOIS. *If you forget your password, call the number on the bottom of the webpage for assistance.* You can keep track of such details as:

1. Work and Community Experience
2. Assessment Results
3. Resume and Cover Letter Management
4. School Involvement

WOIS is a great tool to assess your skills and work interests. Click on “Assessments” in the left-hand column and then choose the assessment tool you wish to use. We really like the following:

- Career Interest Areas – to help identify a new profession you might enjoy.
- Skills – to demonstrate the skills you possess that make you a great employee.

WOIS is a good source of descriptive language for your work experience.

1. Click on “Occupations” in the left-hand column.
2. Choose your occupation from the alphabetical list.
3. Once you see the occupation page, click on “Reference”
4. Then click on the O*Net occupation title link.
5. This will shoot you into O*Net where you can view descriptions of tasks, knowledge, and skills that you can use to describe yourself in your resume or cover letter.

WOIS provides extensive information about different occupations to help you choose the one that is right for you. Click on “Occupations” in the left-hand column and then choose one of the subheadings below it. Some interesting subheadings to choose are: “by Cluster”, “by Career Path”, and “Reality Check.”

WOIS provides links to online job search resources.

1. Click on “More Resources” from the left-hand menu.
2. Click on “Internet Resources” at the top of the page.
3. Click on “Career Information” at the top of the page.
4. Click on “Job Listings” at the top of the page to view many links to websites with current job listings.

You can also use WOIS to search occupational statistics as well as schools where you can get the training you need to pursue your dream job.

**The Get Job Help @ Your Library project received a grant from the Office of the Secretary of State, Washington State Library as a part of the Renew Washington Project which is funded by the Bill and Melinda Gates Foundation and the Institute of Museum and Library Services.*